

ACCOUNTANT

POSITION OVERVIEW

The accountant plays an important role in supporting the mission of Wisconsin Lutheran Seminary by ensuring sound stewardship of the financial resources entrusted to us. Working closely with the business manager, the accountant helps maintain accurate financial records and supports the seminary's daily operations so that faculty, staff, and students can focus on training pastors for service in Christ's church.

RESPONSIBILITIES

- **Payroll & Accounts Payable:** Process semi-monthly payroll and manage accounts payable.
- **General Ledger:** Record, verify, and post all financial transactions (incoming and outgoing) to the general ledger.
- **Month-End & Year-End Close:** Support the month-end and year-end financial closing processes to ensure the seminary's records reflect accurate financial data.
- **Financial Reporting:** Prepare and compile both standard and specialized financial reports to guide decision making.
- **Fixed Assets:** Maintain and reconcile the fixed asset records.
- **Cash & Investment Management:** Assist with managing cash flow and investments in alignment with the seminary's financial goals and mission.
- **Audit Reports:** Help prepare year-end audit reports, contributing to transparency and fiscal accountability.
- **Student Financials:** Assist in managing student receivables and financial aid processing.
- **Account Reconciliation:** Perform detailed account analysis and reconciliations.
- **Bookstore Support:** Partner with the student bookstore manager on inventory controls, recordkeeping, and month-end closing.
- **Leadership Support:** Carry out directives of the business manager in his absence and perform other duties as assigned.

Qualifications

- Associate degree in accounting, with 3–5 years of experience, preferably in not-for-profit or higher education accounting. Bachelor's degree in accounting preferred.
- Proficiency in Microsoft Office and other accounting software.
- Strong organizational, written, and verbal communication skills; self-motivated; detail-oriented; able to maintain confidentiality.
- A deep personal commitment to the mission and core values of the Wisconsin Evangelical Lutheran Synod (WELS) and Wisconsin Lutheran Seminary, with the ability to integrate that commitment into daily work. While not required, preference may be given to active members of the WELS or a congregation in fellowship with WELS.

Compensation

This is a non-exempt position, 30–40 hours per week. Compensation is negotiable and commensurate with experience. Employment is contingent on successful completion of a background check.

Application Process

If you are eager to use your accounting skills to serve the seminary and support the training of future pastors, we invite you to apply.

Contact **Brian Treichel, Business Manager**, at 262-242-8103 for an application, or submit a résumé to:

brian.treichel@wls.edu
Wisconsin Lutheran Seminary
11831 N. Seminary Dr.
Mequon, WI 53092